

# Cleveland Clinic School Process for Undergrad Precepted Placements

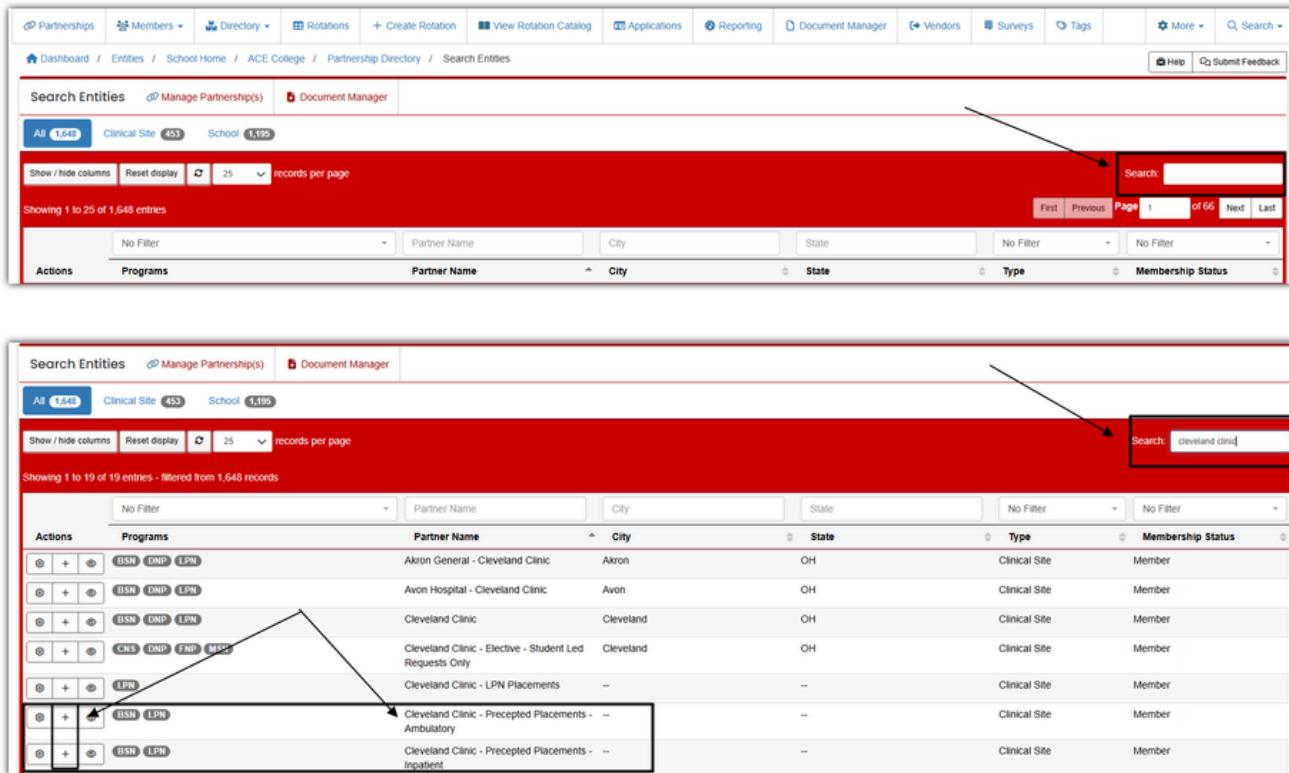
## Partnership

1. Before you can request a rotation for your undergraduate precepted students, you will need to have an approved partnership with the following entities in ACEMAPP.
  - Cleveland Clinic – Precepted Placements – Inpatient
  - Cleveland Clinic – Precepted Placements – Ambulatory
2. Select the Partnership button from your school home page. Then, select the 'Search For New Partnerships' button.

The screenshot shows the ACE College Partnership Directory. The top navigation bar includes buttons for Partnerships (highlighted with a red box and an arrow), Members, Directory, Rotations, and Create Rotation. Below the navigation is a breadcrumb trail: Dashboard / Entities / School Home / ACE College / Partnership Directory. The main area is titled 'Partnership Directory' and features a search bar 'Search For New Partners'. A table displays 11 entries, with one entry highlighted: 'ACE College Ohio'.

Actions	Programs	Partner Name
	BSN	ACE College Ohio

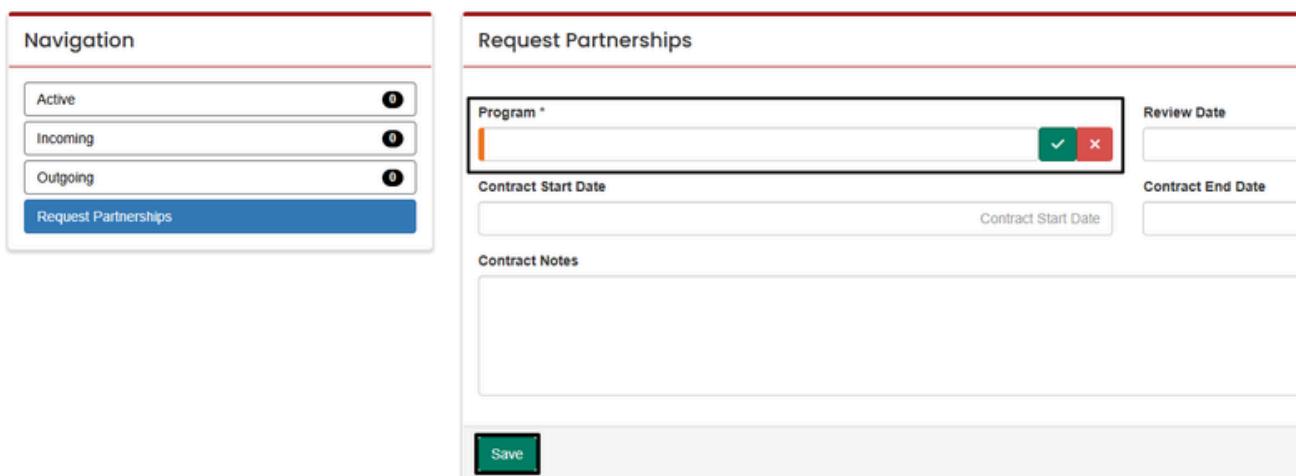
3. Locate the search bar in the right hand corner and type in 'Cleveland Clinic'.



The screenshot shows the 'Search Entities' page. At the top, there are navigation links for Partnerships, Members, Directory, Rotations, Create Rotation, View Rotation Catalog, Applications, Reporting, Document Manager, Vendors, Surveys, Tags, and More. Below the navigation is a breadcrumb trail: Dashboard / Entities / School Home / ACE College / Partnership Directory / Search Entities. On the right, there are 'Help' and 'Submit Feedback' buttons. The main search bar contains the text 'Search: cleveland clinic'. Below the search bar, there are buttons for 'All 1,648', 'Clinical Site 453', and 'School 1,195'. The search results table shows 1 to 25 of 1,648 entries. The columns are: Actions, Programs, Partner Name, City, State, Type, and Membership Status. The results list several entries for Cleveland Clinic, including 'Akron General - Cleveland Clinic' in Akron, OH, and 'Cleveland Clinic - Elective - Student Led Requests Only' in Cleveland, OH.

4. Use the plus button under Actions to request a partnership with both Ambulatory and Inpatient sites.

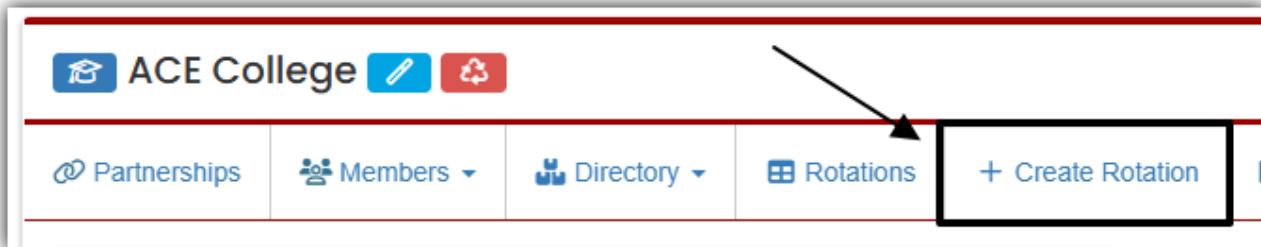
5. Select your program in the program field and then hit 'Save' to send the partnership request.



The screenshot shows the 'Request Partnerships' form. On the left, a 'Navigation' sidebar has buttons for Active (0), Incoming (0), Outgoing (0), and Request Partnerships (highlighted in blue). The main form has a 'Request Partnerships' title. It includes fields for 'Program \*' (with a dropdown menu and a red error bar), 'Contract Start Date' (with a date picker and 'Contract Start Date' label), 'Contract End Date' (with a date picker and 'Contract End Date' label), and 'Contract Notes' (with a text area). At the bottom is a 'Save' button.

## Requesting a Rotation

1. Once your partnership has been approved, you can request a rotation. Select the 'Create a Rotation' button from your school home page.



2. Fill out the program, the experience type (Precepted) and the clinical site (Ambulatory or Inpatient).

Create New Rotation

Program \*

BSN

Experience \*

Precepted Rotation

Partners ?

Cleveland Clinic - Precepted Placements - Inpatient [BSN]

3. Complete all additional requirement fields on the form. The unit field will be the location and department of the available preceptors. Once the fields are complete, move the status to 'Pending' and save. This will send your request to CC for review.

Rotation #524394    [Comments & History](#)    [Conflicts](#)    [Schedule](#)    [Files](#) (0)

## Edit

\* = required

Program	Entities
BSN	<input type="checkbox"/> Cleveland Clinic - Precepted Placements - Inpatient <input type="checkbox"/> Cleveland Clinic Health System <input type="checkbox"/> ACE College
Experience Type	Precepted Rotation

Allow Faculty Document Access

Yes  No

Unit *	<input type="text" value="Unit"/>
Course	<input type="text" value="Course"/>

Scheduling

Student Slots \*

Advanced Scheduling? Once enabled, cannot be disabled

Yes  No

Start Date *	End Date *
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Preceptor	<input type="text"/>				
Total Hours per Person *	<input type="text" value="0"/>				
Faculty Name	<input type="text"/>				
Preceptor Name	<input type="text"/>				
Status *	<input type="text"/>				
<b>Custom Fields</b> <table border="0"> <tr> <td>Manager Name</td> <td><input type="text"/></td> </tr> <tr> <td>Secondary Preceptor Name</td> <td><input type="text"/></td> </tr> </table>		Manager Name	<input type="text"/>	Secondary Preceptor Name	<input type="text"/>
Manager Name	<input type="text"/>				
Secondary Preceptor Name	<input type="text"/>				
<input type="button" value="Save"/>	<input type="button" value="Check for Conflicts"/>				